

**Guide for obtaining a Non-certified Digital Signature for Non-residents of
Russian Federation**

Electronic trading platform JSC “Tek-Torg”

Version 2.5

CONTENT

Document description.	3
1. Technical requirements.	4
1.1. Requirements for the PC	4
1.2. Setting up the PC	4
1.3. Virtual machine for production of NDS.....	6
2. General description of the process.	7
2.1. Obtaining the Non-certified Digital Signature for non-residents of RF.....	7
2.1.1. Contact the client support service of JSC “Tek-Torg”.....	7
2.1.2. Send a registration form to Personal area of CA.....	7
2.1.3. Pay for the service of obtaining the Non-certified Digital Signature.....	8
2.1.4. Form a certificate.....	12
2.1.5. Form and send the necessary package of documents to JSC “Tek-Torg”.....	15
2.1.6. Results of the application for production of the Non-certified Digital Signature.	15
2.1.7. Creation of NDS Private key copy.	16
3. Necessary package of documents.....	19
3.1. List of documents for obtaining the NDS.	19

Document description.

The present document is an guide and describes a process of remote obtaining of a Non-certified Digital Signature (hereafter NDS), without the need to be personally on the territory of Russian Federation, and intended only for non-residents of RF, not registered in accordance with the legislation of RF. The present NDS allows to work on ETP JSC “Tek-Torg”.

NDS allows:

- Register on ETP.
- Participate in tenders on buying hydrocarbon materials in the section of PJSC OC Rosneft

To obtain NDS it is necessary to:

- Set up the PC as per section 1,
- Follow the steps in section 2 to produce the certificate,
- Prepare and send the documents to JSC “TEK-Torg” as per section 3.

Only non-residents of RF can use this service and obtain NDS.

1. Technical requirements.

1.1. Requirements for the PC

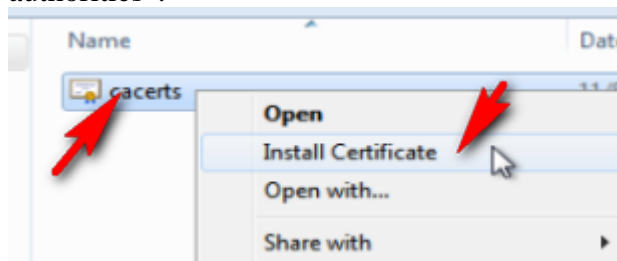
To obtain and use NDS, the PC must meet the next requirements:

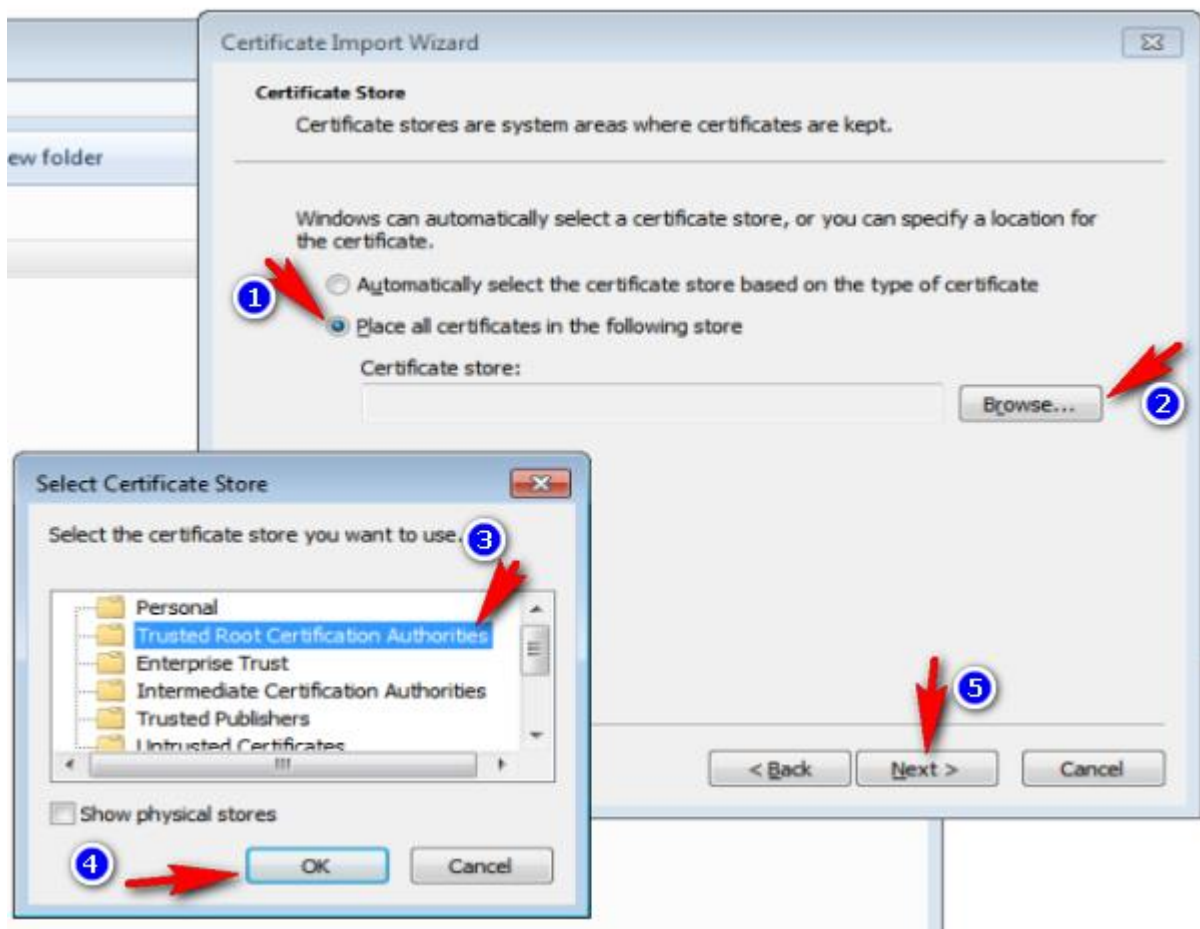
MINIMUM REQUIREMENTS FOR USER'S PC	PRE-INSTALLED SOFTWARE
<ul style="list-style-type: none"> • processor – Intel Atom 1,6 GHz; • RAM – 1 GB; • disk subsystem – 40 GB; • internet connection – 10 Mbit; • keyboard; • mouse. 	<ul style="list-style-type: none"> • Microsoft Windows operating system, versions: 2003/Vista/2008/7/2008R2/8/2012/8.1/10; • Microsoft Internet Explorer Browser (9 version or higher, 11 is recommended) • EDS Browser plug-in (ActiveX) 2 • Cryptographic Information Protection Facility (hereafter CIPF) CryptoPro CSP 4 • Root certificates of certification authorities (hereafter CA).

1.2. Setting up the PC

All software must be installed using Administrator rights and with disabled antivirus:

- 1) Download using the link - [CIPF CryptoPro CSP 4](#) and install.
- 2) Download using the link – [CA root certificates](#) and install it in “Trusted root certification authorities”.





3) Installation of [Plug-in for browser](#), version 2.

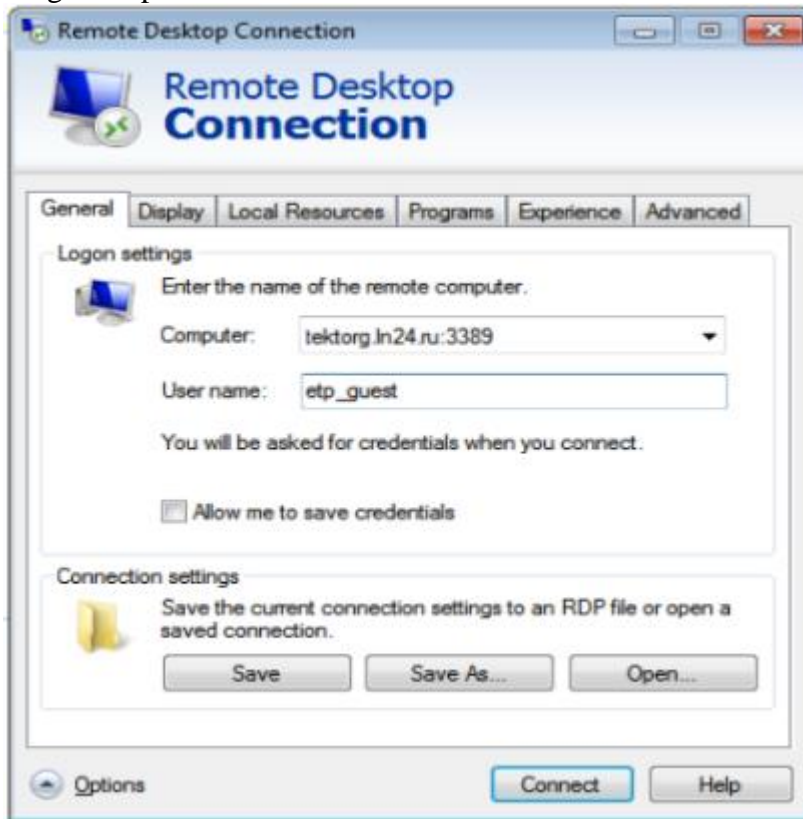
Choose the second version of the plug-in for Internet Explorer, which supports CIPF 4. Download the plug-in using this [link](#). Download it using Internet Explorer, which provides the appropriate work of the link. Downloaded file “cadesplugin.exe” must be installed as an ordinary program.

- 4) Add the website <https://cpca20.cryptopro.ru> to the "trusted site" in Internet Explorer

1.3. Virtual machine for production of NDS.

If you can't use PC to produce NDS, for example, due to limitations described in p.1.1, you can use “Remote desktop” (RD) with pre-installed software.

To get the password to connect to the DDC need to contact the support of TEK-Torg.



Make sure to save generated NDS Private key on USB stick when using Remote desktop!

2. General description of the process.

2.1. Obtaining the Non-certified Digital Signature for non-residents of RF

To obtain NDS, perform the next steps:

2.1.1. Contact the client support service of JSC “Tek-Torg”.

Contact the client support service by sending an e-mail to help@tektorg.ru and receive a request number. Save and use this number, when e-mailing to the client support service regarding production of NDS.

Indicate in the subject of the letter:

«Remote obtaining of NDS for non-residents of RF. <Full name>»

Indicate in the body of the letter the want to obtain NDS for non-residents remotely.

2.1.2. Send a registration form to Personal area of CA

- 1) To access to CA Personal area, the PC must be prepared as per p.1.2 or it will be impossible to follow the next steps. When following the link, the “This website has been reported as unsafe” information message may appear.
- 2) Follow the link using Internet Explorer browser – [Personal area \(PA\)](#) (<https://cpca20.cryptopro.ru/UITekTorg/>) and press «Registration» button:

The screenshot shows a web browser window with the address bar containing <https://cpca20.cryptopro.ru/uitektorg/>. The page title is "Удостоверяющий центр" and the main heading is "КРИПТОПРО Crypto-Pro Certification Authority". Below the heading, there are two links: "Personal page - for registered users" and "Registration - for new users". The "Registration" link is highlighted with a green box and a red arrow. Below this, the section "Installing software" is visible, followed by instructions to install "CryptoPro CSP 4.0 1-Lic" and "CryptoPro Browser plug-in".

- 3) You will proceed to Registration form – fill out it in English. **Save password!** It will be visible when pressing “Click here to see password” field:

**Indicate only real e-mail box!
Make sure to save the password!**

Registration

Общее имя (Common Name)*

Страна (Country)

Город (Locality)

Организация (Organization)

Электронная почта (E-Mail address)

Login*

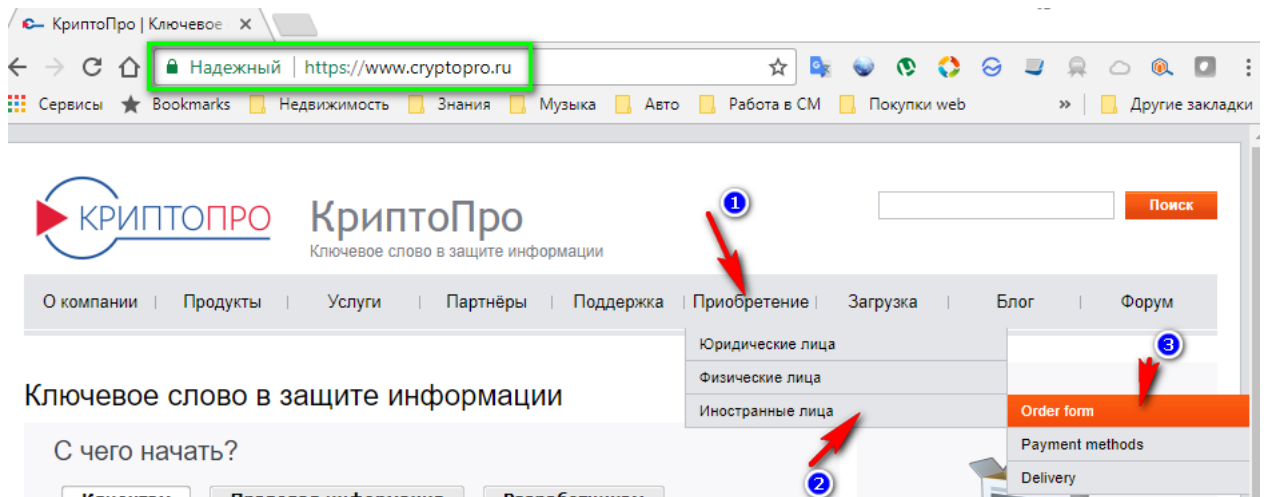
Password* [I have login](#)

- 4) Press «Registration» button after filling out the form. The application is sent for consideration.
- 5) A notification with results will be sent to the indicated e-mail.

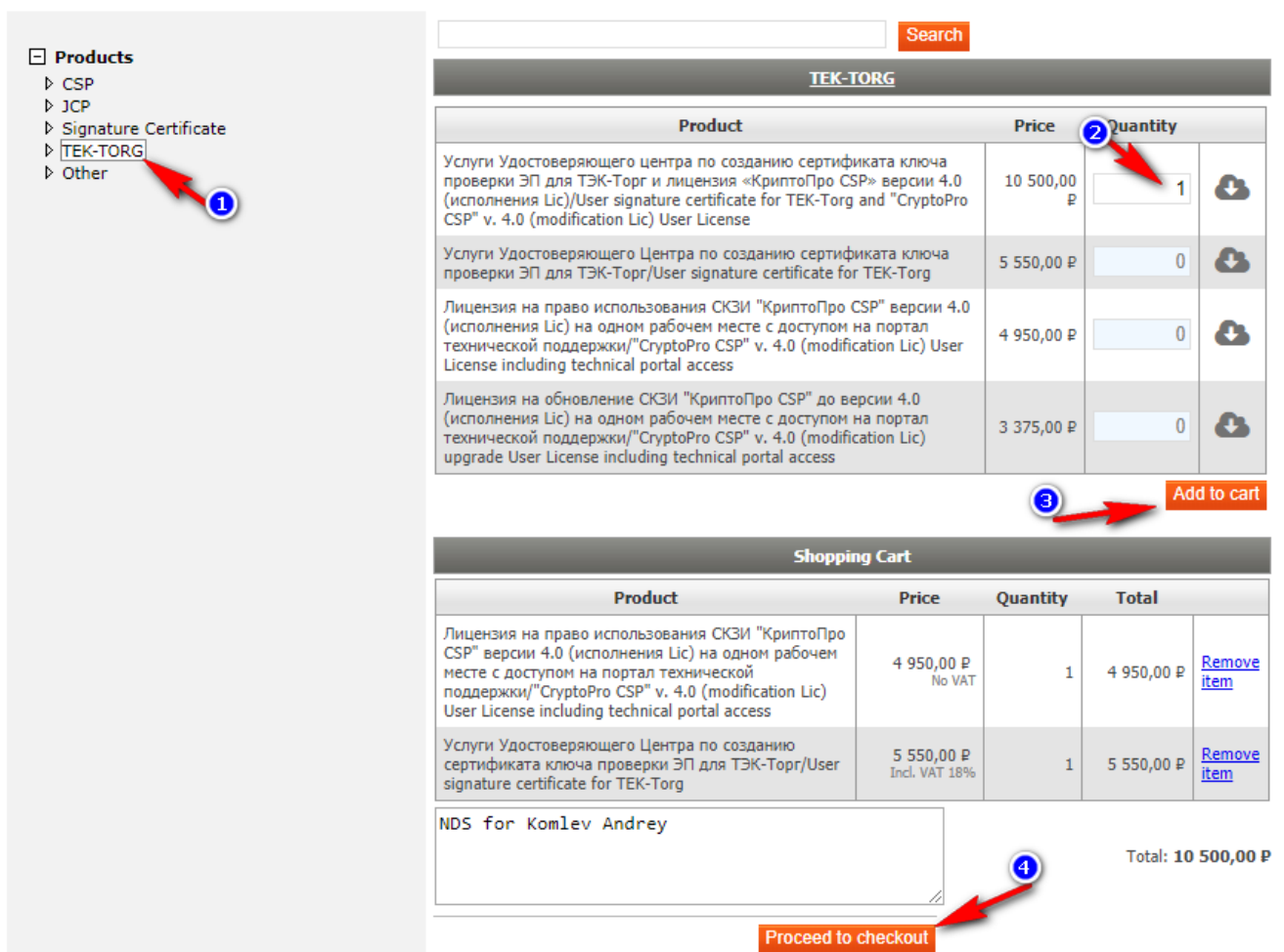
2.1.3. Pay for the service of obtaining the Non-certified Digital Signature.

- 1) Follow the link <https://www.cryptopro.ru/order/nonresident/?online=true> and proceed to CA “Crypto pro” LLC site.

Remote receiving Non-certified Digital Signature for non-residents



- 2) Fill out an order for production of certificate. To work with a certificate it is necessary to buy a license for CryptoPro CSP 4 (license is termless). So, if you form NDS for the first time, it is necessary to pay additional 5550 rubles for the license, besides payment for certificate production (4950 rubles). To fill out an order:
 - a. Choose “TEK-TORG” in “Products”.
 - b. Choose the necessary amount of certificate licenses and NDS, and press «Add to cart».
 - c. Check «Shopping Cart» and press «Proceed to checkout».



- d. You will proceed to “Contact information” form. Fill out it with information about NDS recipient.

ATTENTION! Contact information in form must coincide Registration in p2.1.2 (3).

Licence agreement Payment Delivery

Регистрационная форма для физических лиц/Customer registration form

Страна/Country: Italy

Фамилия/Surname: Komelv

Имя/Firstname: Andrey

Отчество/Middlename:

Телефон/Phone: +79251234567

Электронная почта/Email: you_email@test.ru

Адрес регистрации ПЛАТЕЛЬЩИКА/Billing address: you_adress_for_perss

Я подтверждаю свое согласие на передачу информации (в том числе персональных данных) в электронной форме в ООО «КРИПТО-ПРО» и дальнейшую ее обработку в соответствии с законодательством Российской Федерации./I agree to transfer information (including personal data) in electronic form to CRYPTO-PRO LLC and its further processing in accordance with the legislation of the Russian Federation.

Я прочитал и согласен с условиями/I have read and agree to the terms of the [Лицензионного Соглашения/Licence Agreement](#).

Continue

© 2000–2018 [КРИПТО-ПРО](#) +7 (495) 995-48-20

- e. Fill out the form in English and press «Continue».
- f. You will proceed to checkout page. Check all the information and press «Get payment link to my email» whenever you will be ready to pay.

WARNING:

Lastname and firstname of the customer **must match** the lastname and firstname of the cardholder.

To proceed press the button "Get payment link to my email".

You will have 2 hours to pay for the order.

Invoice will be sent to your email.

Please, carefully check the order.

Customer: Komelv Andrey
 Email: **you_email@test.ru**
 Delivery type: Онлайн-загрузка лицензии
 Total: **10 500,00p**

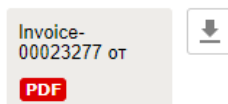
Product	Price	Quantity	Total
Услуги Удостоверяющего Центра по созданию сертификата ключа проверки ЭП для ТЭК-Торг/User signature certificate for TEK-Torg	5 550,00 P	1	5 550,00 P
Лицензия на право использования СКЗИ "КриптоПро CSP" версии 4.0 (исполнения Lic) на одном рабочем месте с доступом на портал технической поддержки/"CryptoPro CSP" v. 4.0 (modification Lic) User License including technical portal access	4 950,00 P	1	4 950,00 P
Total:			10 500,00 P

[Back](#) [Get payment link to my email](#)

[Back to the order form](#) | [CRYPTO-PRO Web-site](#)

© 2000–2018 [КРИПТО-ПРО](#) +7 (495) 995-48-20

- g. You will receive a letter to the indicated e-mail with a link for payment, which works only for 2 hours. Follow the link to pay for the order by a bank card. If you don't pay for an order at specified time, repeat "a-g" items again.



Dear Komelv Andrey,

Thank you for your interest in LLC CRYPTO-PRO products. Your order will be processed once payment has been confirmed.

You can find invoice 00023277 от 23.08.2018 in the [attachment](#).

To pay your invoice online please click on the following link below:

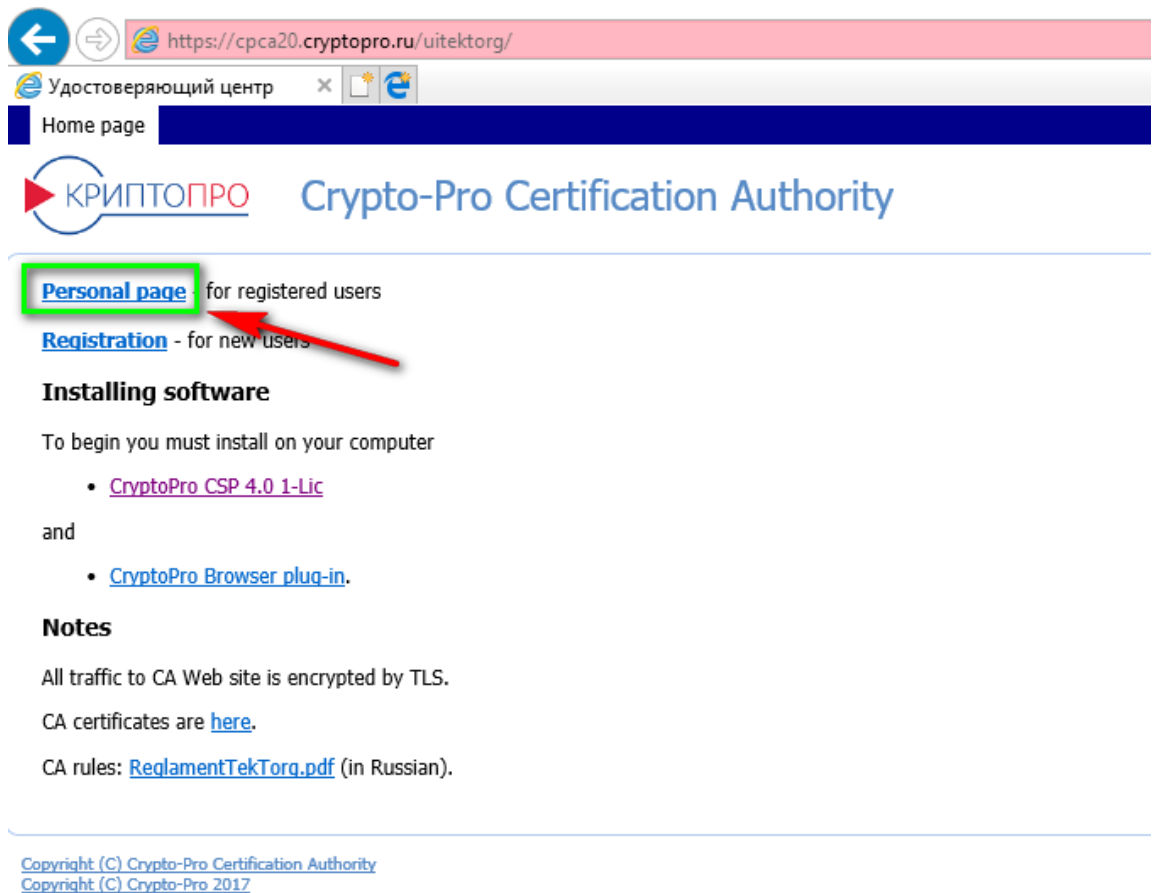
https://securepayments.sberbank.ru/payment/merchants/cryptopro/payment_en.html?mdOrder=0616aa98-d63f-7c05-0616-aa98000030c2

Warning: You can pay for the order within 2 hours after receiving this message. After this time, the payment gateway will notify "Or"

ATTENTION! Use only personal debit card to pay for the services – full name of NDS recipient, indicated in the Form, and full name of the payer, indicated in the debit card, must coincide.

2.1.4. Form a certificate.

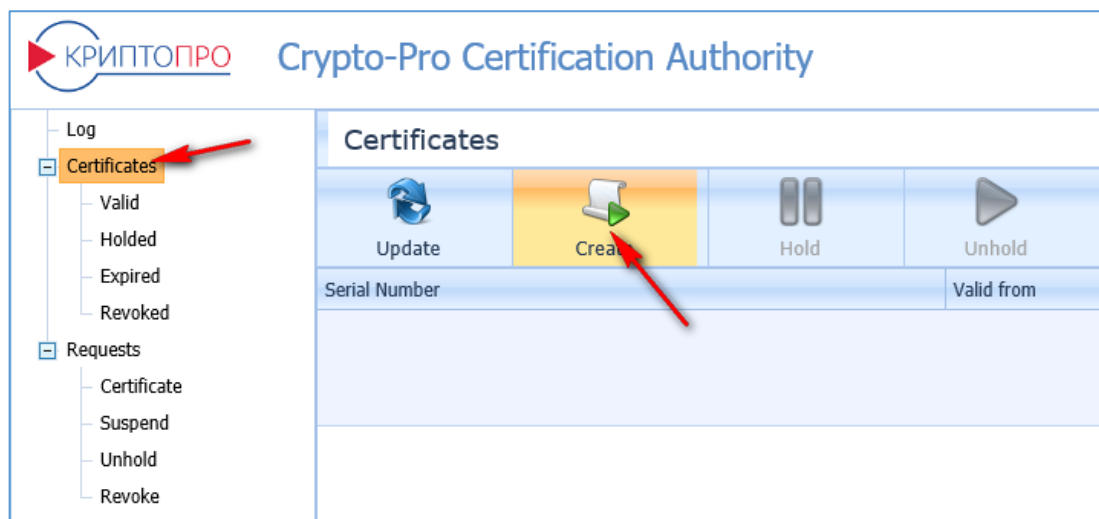
- 1) After the payment, wait for a letter to the email address indicated in the Form with the requisites for access to the Personal CA area.
- 2) Follow the link, specified in the letter. The personal area interface opens:



- 3) Press «Personal page» and authorize in [CA Personal area \(https://cpca20.cryptopro.ru/UITekTorg/\)](https://cpca20.cryptopro.ru/UITekTorg/) using login and password, received as per p.2.1.3:

The screenshot shows a login form titled "Enter with login and password". The text below the title reads: "Continuing the registration process of the user of the Certification Authority with a temporary login and password." The form contains a "User information" section with two input fields: "Login:" and "Password:". Below the input fields is a blue "Enter" button.

- 4) Form an order for production of NDS certificate – press “Create” button in “Certificates” section.



- 5) Certificate order form appears. Choose in “Certificate template” field – “User certificate - TekTorg [УЦ КРИПТО-ПРО]”.

Certificate request

Certificate template

Cryptographic Service Provider

Key usage
 Signing and encryption
 Signing only
 Encryption only

Key size

Hash algorithm

Validity period лет

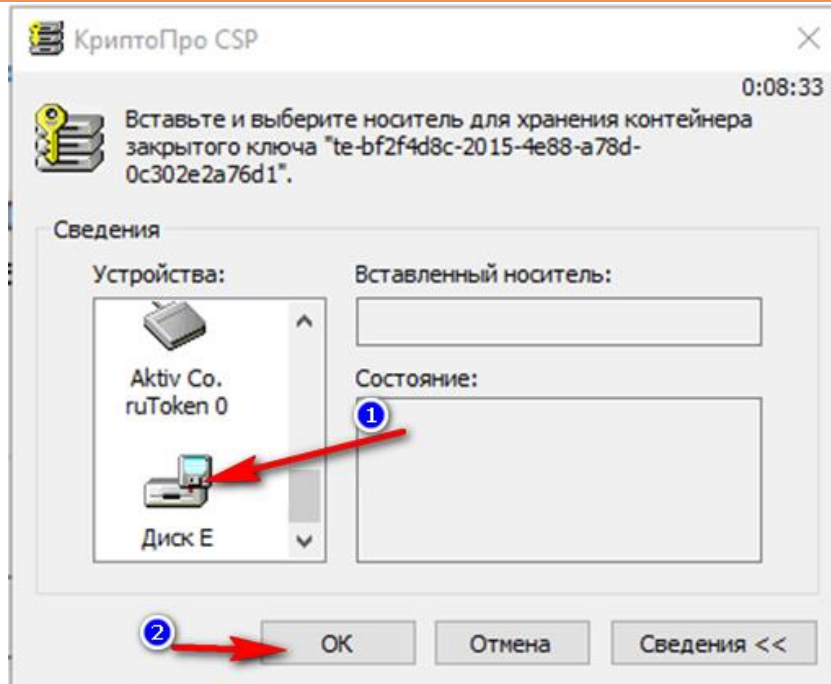
Private key validity period лет

Comment

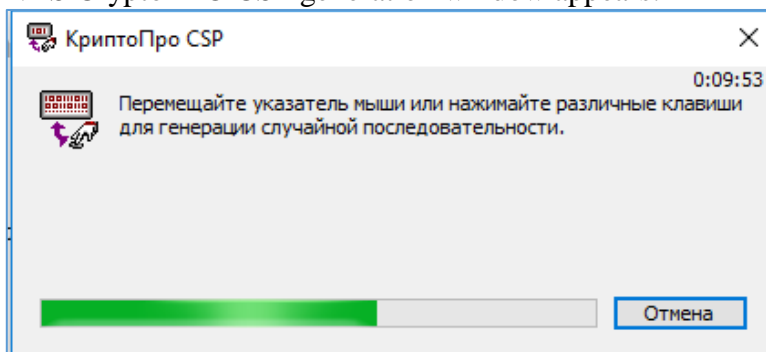
Press «Submit» button to start the production of NDS.

- 6) A form to choose where to store a NDS private key appears. It is possible to save NDS Private key to PC memory, USB stick or special token key. It is recommended to insert USB stick and choose “Disk”, and press “OK”, as indicated in the picture below:

WARNING! In case of loss of generated NDS Private key – it will be impossible to restore it. It will be necessary to order and pay for NDS production again. Make a copy of Private key as per p.2.1.7, after NDS production, when saving it in the register!



- 7) NDS CryptoPRO CSP generation window appears:



To generate NDS, a user must actively move a mouse and press the keyboard buttons in random order.

- 8) After the generation is over, a form for creating a password for NDS private key opens

Fill out a password in “Новый пароль” text field and reenter it in “Подтверждение” text field. Save a password. Never tell the NDS private key password to anyone. Press “OK”.

- 9) An application is sent for consideration to the Tek-Torg Operator and reflected in the Certificates list.

2.1.5. Form and send the necessary package of documents to JSC “Tek-Torg”

- 1) It is necessary to form a package of documents, specified as per p.3.1.
- 2) Send the scans of documents to help@tektorg.ru. Indicate in the subject of the letter, the application number, which was received as per p.2.1.1.
- 3) Send the original documents to JSC “Tek-Torg” postal address. Check the address [here](#): *115191, Moscow, Gamsonovsky pereulok, d. 5, building 2, 5 floor, room VII.*

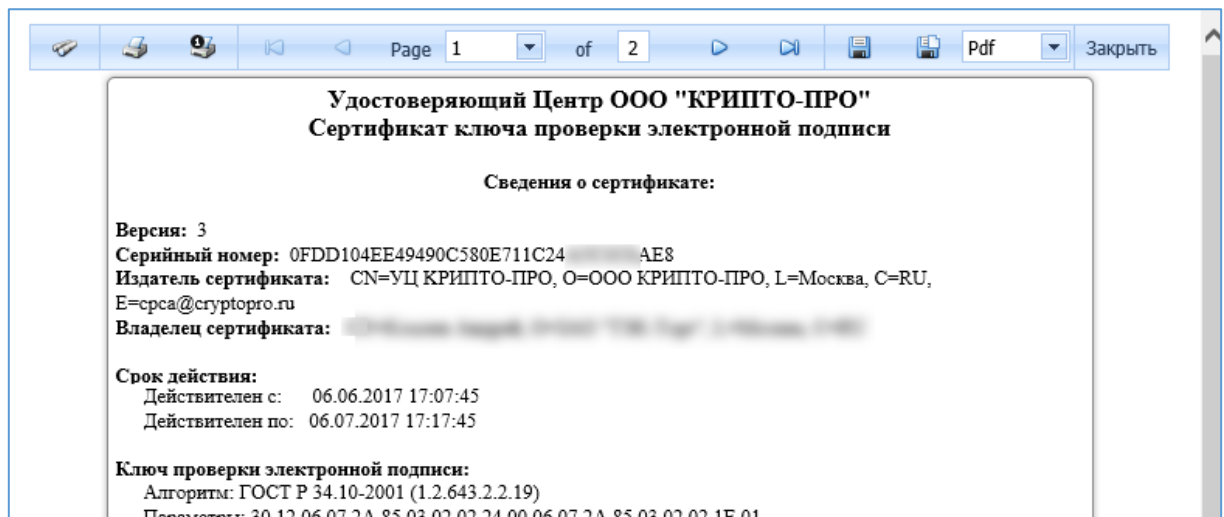
2.1.6. Results of the application for production of the Non-certified Digital Signature.

After the consideration of the application for certificate production mentioned in article 2.1.4., a user will receive a letter to the e-mail address indicated in the Form. If it was approved:

- 1) Follow the link – [CA Personal area \(https://cpca20.cryptopro.ru/UITekTorg/\)](https://cpca20.cryptopro.ru/UITekTorg/). Press «Personal page» and authorize.
- 2) In the Personal Area will appear a link to download a certificate, which can be installed on the PC. Press “Certificates” and “Download” in “File” table to install it.

Serial Number	Valid from	Valid to	Status	File
0FDD104EE49490C580E711C24A	06.06.2017 17:18:38	06.07.2017 17:17:45	Действителен	Download

- 3) NDS certificate must be printed, signed, and sealed by the organization and this certificate will be used by the NDS recipient for operation on the ETP. Also, send:
 - the original certificate to JSC “Tek-Torg” address, specified in article 2.1.5.
 - the scan of document to help@tektorg.ru.

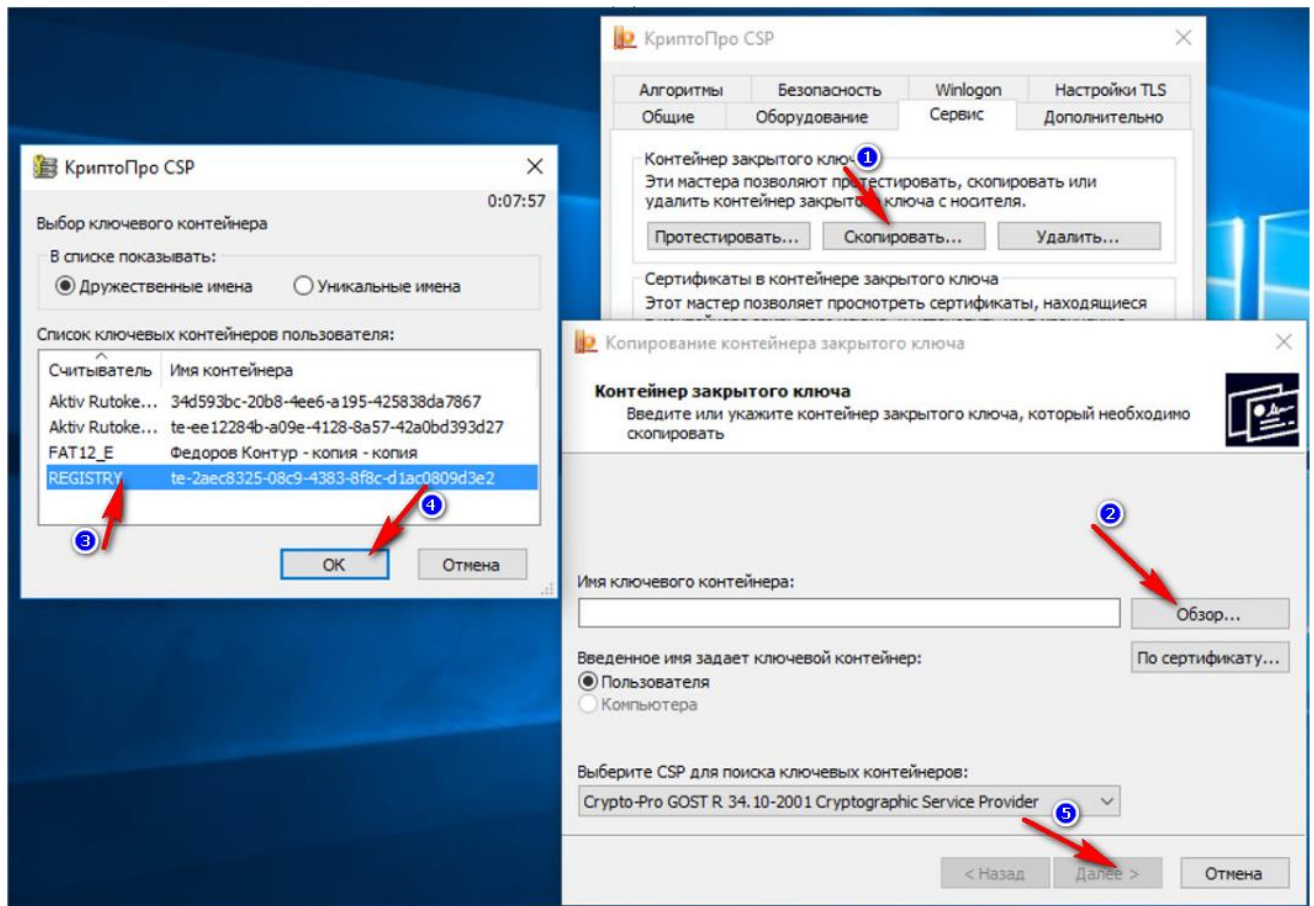


- 4) Downloaded file must be installed like CA Root Certificates as per p.1.2, but using “Personal” certification store.

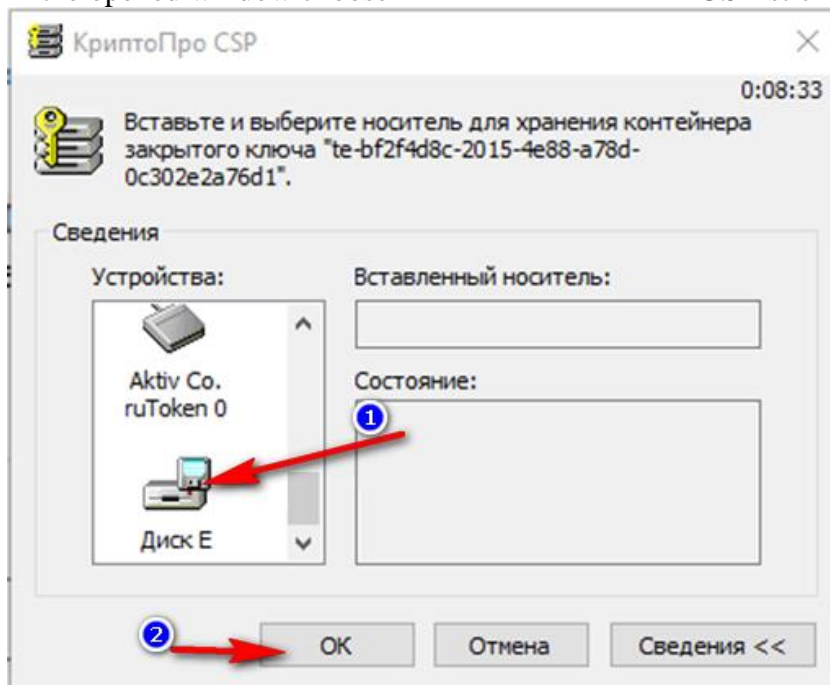
2.1.7. Creation of NDS Private key copy.

NDS Private key, generated as per p.2.1.4 is unique and available only to its owner. In case of loss of NDS Private part, it will be impossible to restore and use it on ETP. If you saved NDS Private key in register (on PC, and not on USB stick), make sure to copy it on USB stick right after generation. To do this follow the next steps:

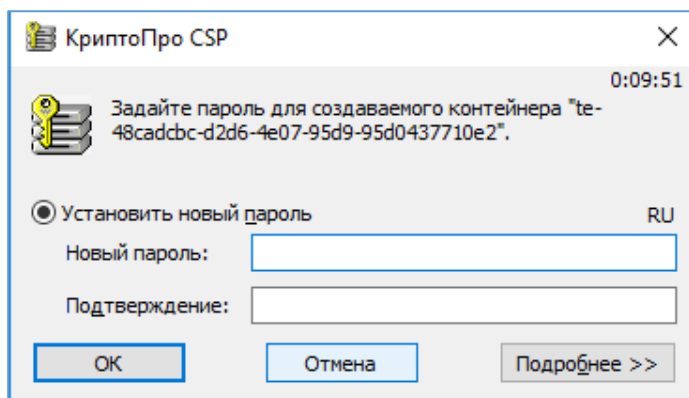
1. Insert USB stick to USB port.
2. Log in to CryptoPro CSP program.
3. Open «Service» menu.
4. Press «Copy» button.
5. Press “Browse” button in the opened insert.
6. Choose container from the register.
7. Press «OK», «Next» and «Ready» buttons accordingly.



8. In the opened window choose “Disk ...” and inserted USB stick as per p.1, press «OK».



9. Fill out a password for container on a new insert and press “OK”.



10. A copy is created. It is recommended to work with USB stick constantly to avoid unauthorized access to DS keys.

In case of loss of the certificate, it will be possible to work in register with USB stick. Install the certificate from the USB stick on PC to do this..

Now NDS can be used for registration and operation on the ETP JSC "Tek-Torg".

3. Necessary package of documents.

3.1. List of documents for obtaining the NDS.

List of documents for obtaining the NDS:

- Documents, recognized as identity documents in compliance with the legislation of the Russian Federation.

Documents issued on the territory of a foreign country must contain notarized translation into Russian. Besides, notarial stamp must also be translated into Russian. Identification of the Client is made by a notary, when the Client personally visits him to notarize translation of the documents.

- CA certificate production application. A user can print the application after forming a request for production of the certificate as per 2.1.4:

